

## **Board of Directors Teleconference Summary December 18, 1997**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) convened by teleconference on Thursday, December 18, 1997 at 1:30 p.m. The meeting was led by its Chair, Ms. Carol Batterton of the Texas Natural Resources Conservation Commission. A list of action items is provided in Attachment A and a list of participants is given in Attachment B.

### **Approval of Minutes**

The minutes of the November 25, 1997 teleconference were approved with the exception of a change on the second page, **Change in Constitution/Bylaws**, the second sentence was changed to read, "The Bylaws and Chapter One would need to be changed. . ."

### **Meetings with AA's**

Ms. Jeanne Mourrain announced that Barnes Johnson, OSWER, USEPA, would be replacing Ms. Ramona Travota as Tri-Chair of EMMC Panel on Laboratory Accreditation.

Due to conflicts with AA meetings, it was suggested that the meeting with Henry Longest be rescheduled. The meeting with Tim Fields at 4 p.m. is still on at the present time.

### **Transition Committee**

Dr. Charles Brokopp reported that the Committee plans a conference call prior to the Interim Meeting. He suggested the following agenda items for discussion during the call: 1) Flexibility of the application process; 2) update from NIST on the PT programs; 3) supplemental state requirements; 4) how do we roll-out the simultaneous process (timing) of actual laboratory approval; 5) the issue of reciprocity; and 6) the two-tiered laboratory accrediting system. Items 3, 4, and 5 were suggested as priority items to be considered by the Committee. Dr. Hartwig also suggested that the issue of states that have on-going programs being recognized from the accreditation date or from the time they need to be reexamined by the states, should be discussed. It was suggested the issues regarding the approval process for the Accrediting Authorities be dealt with in parallel with the timing process. Ms. Finazzo stated that she had put together a step-by-step process of accreditation that would be disbursed to the Regional Offices for comment and that she would give the Board members a copy after any comments from the Regions are incorporated in the document. Ms. Mourrain stated that she has asked RTI to prepare an SOP for recognition of accrediting authorities.

Dr. Brokopp also stated that he would like the Transition Committee to update the Intent Survey prior to the Interim Meeting. Dr. Hartwig suggested coordination between the Transition Committee and the On-Site Assessment Committee .

Jim Stemmler will replace Ted Coopwood on the Transition Committee.

The issue of the 2<sup>nd</sup> Round of the Accrediting Authority was discussed. It was suggested that a definite date not be set at this time.

### **Co-sponsor of NELAC**

Ms. Thompson was unavailable for the teleconference. It was suggested that this item be placed on the agenda for the Board Meeting prior to the Interim Meeting.

### **National Database Committee**

Ms. Mourrain announced that Dr. Ken Jackson would be helping with the National Database Committee. Dr. Jackson stated that the first items to be dealt with by the Committee would be the election of a Chair and an agenda for the Interim Meeting. Ms. Mourrain reported that Ms. Carolyn Cross is working with a NERL, EPA, computer person preparing a database to use in the interim for the Accrediting Authority.

### **NYAAEL**

Dr. Jackson reported that he attended the New York Association of Approved Environmental Laboratories meeting. Dr. Barry Lesnik, EPA, spoke about **NELAC Standards, PT Programs and Implementation Issues** and Ralph Barfelt, ALCOA, spoke on **NELAC - The Good, The Bad and The Ugly**. Dr. Jackson reported that Dr. Lesnik was very positive about NELAC and Mr. Barfelt was supportive also. Dr. Jackson felt that members should be aware of and attend these kinds of meeting to help defray any misconceptions that might arise. Ms. Mourrain also brought up the fact that Mr. Chuck Wibby is willing to make a NELAC presentation to any interested states.

### **January 12<sup>th</sup> Meeting**

Agenda items for the January 12<sup>th</sup> Board Meeting were discussed. Ms. Mourrain stated that Mike Ross, Quality Assurance Division, has a criteria for a training program and has offered to present it at the meeting. The Board members agreed to a brief presentation. Other agenda items will be: 1) What changes do we need for the NELAC process - Things we need to do in the future; 2) Change in the Constitution and Bylaws; 3) Need for good minutes; 4) Co-sponsorship of NELAC; 5) NELAC IV plans; 6) EMMC Status/Planning.

Ms. Finazzo stated that the Regional representatives were meeting prior to the Board Meeting on January 12, 1998 to discuss any issues and their resolutions. Ms. Mourrain reported that the Board Meeting would begin at 5:30 p.m. on Monday evening.

### **ACIL Concerns**

There are concerns from the private laboratories about state laboratories becoming NELAC accreditors and also having laboratories that are competitors of private laboratories and the fact that they might bid on federal or state jobs. Mr. Pagliarro is to send Ms. Mourrain a letter stating their concerns and information concerning two OMB circulars. She stated that she will check with OGC regarding this issue. Ms. Bouchard stated that this issue has been addressed by the Policy and Structure Committee and that the way to deal with it is to make sure the accreditation unit within a state entity does not report directly to the person who is in a position to be letting these state contracts. Ms. Batterton stated that the accrediting Authority Committee is proposing language that says the same thing.

### **Other Business**

1. Speakers at the different meetings will be as follows:  
ASTL, Stowe, VT - Dr. Ken Jackson  
ACIL - Ms. Jeanne Mourrain  
Air and Waste Meeting - Ms. Jeanne Mourrain  
QA Meeting - Ms. Mourrain, Dr. Jackson, Ms. Batterton, Dr. Cada  
WEF, Orlando - Ms. Silkie Labie, Ms. Batterton
2. Dr. Harwig reported on the status of the membership of the Nominating Committee and noted that the Board of Directors will need to replace two members, in addition to nominating another Chair-elect.
3. Dr. Hartwig reported that he had received an E-mail concerning an article about EPA changes regarding NELAC. Ms. Mourrain stated that Mr. Fred Haeberer is responding to that article.
4. Ted Coopwood will be working on Indian issues: whether they want to be Accrediting Authorities, who will accredit their laboratories, and how to include them in the NELAC voting process.

**Action Items**  
**Board of Directors Teleconference**  
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<b>Item No.</b>	<b>Action</b>	<b>Date Completed</b>
<b>1.</b>	<b>Mr. Bruce Harvey, RTI, will make the necessary changes in the Constitution/Bylaws from the minutes of the November meeting.</b>	
<b>2.</b>	<b>Ms. Carol Batterton and Mr. Jim Stemmler will contact Ms. Carol Finch to reschedule the meeting with Mr. Longest.</b>	

**Participants**  
**Board of Directors Teleconference**  
**December 18, 1997**

Name	Affiliation	Telephone Numbers
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